



Office Administrator

JOB SPECIFICATION

JOB TITLE: OFFICE ADMINISTRATOR – GENERAL OFFICE DUTIES

RESPONSIBLE TO: OFFICE MANAGER

CONTRACT TYPE: FULL-TIME, PERMANENT, OFFICE-BASED

DUTIES AND RESPONSIBILITIES:

As the Office Administrator for Sheriff Construction and its subsidiary companies, you will be responsible for an array of day-to-day administrative tasks that ensure the smooth and efficient running of our busy office.

As well as carrying out general administrative duties such as copying, typing, binding, filing and scanning, we would look for you to maintain the site/ office and client contact lists. You will be supporting both your colleagues in the office and some of our site management teams with their administrative requirements and also be the person who acts as our frontline point of contact (e.g. welcoming visitors, offering refreshments, answering the office phone, responding to emails, making appointments etc.).

You will need to have the skills to manage your time effectively whilst undertaking various duties, be flexible in approach to your workload and always maintain professional competence and confidentiality

within and outside of the company's workplace. The ability to relay concise information is also useful in this role to ensure the efficient operation of the office

We would expect that, from formal studies, you will have developed the technical knowledge required to fulfil this type of role in the workplace, particularly that you will have already (or be well on the way to gaining) experience and key competencies in various software packages, i.e. Google Docs, Microsoft Word and Excel, all of which are regularly used in our business along with other packages.

Key tasks:

- (a) It would be expected that you will manage the stationary supplies, distribute the daily post to the relevant staff, take care of deliveries to the office, file documentation and make travel arrangements.
- (b) Provide administrative support to the Managing Director (and other senior colleagues) with tasks including, but not limited to, organising meetings, taking and distributing minutes, preparing and collating documents for meetings and electronic filing of documents.
- (c) At times you will be asked to assist the Contracts Managers/ Site Supervisors/ Foreman with correspondence and project paperwork for our construction sites.
- (d) Maintain the site/ office, suppliers and client contact lists/ data base. This would also include maintaining the training matrix for all staff, organising training, chasing up certificates and recording certification, whilst ensuring the courses are appropriate and best value for the company.
- (e) Handle all incoming calls and (where required) outgoing calls, along with responding to email and dealing with mail/ courier deliveries to the office.
- (f) Liaise with the Office Manager to organise various types of training for our office and site management/ operatives. Verifying and providing accounting data when additional information is required by the business.
- (h) Maintain the matrix for the company vehicles including monthly vehicle charges (i.e. fuel costs per vehicle, hire costs, tax, vehicle repair costs) and provide this updated information as required to the Office Manager.